

Housing Finance Associate Lead Loan Counselor Vacancy #162

Salary Range	\$4255-5172
Final File Date	Open until filled
Division	Loan Servicing
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application. Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify on your application that you are interested in vacancy #162, Housing Finance Associate, Lead Loan Counselor.
Duties	Under the direction of the Loan Servicing Manager, and in a lead capacity, the Housing Finance Associate performs the following duties: <u>Essential Functions:</u> 25% Review all collection activities of the Loan Counselors (Collection Agents) to ensure that all appropriate loss mitigation tools are being considered by the 90 th day of delinquency. All curable defaults must be considered for special forbearance, loan modification (where appropriate), and partial claims; all incurable defaults must be considered for preforeclosure sales and deeds-in-lieu in accordance with HUD requirements and private mortgage insurers guidelines. All loss mitigation efforts and reasons why not consummated must be documented in the files prior to a loan being referred to foreclosure. Write up and forward all requests for variances to the appropriate HUD Regional Center. 20% Schedule automated notices for collection purposes via computer; assist the Loan Counselors in determining which loss mitigation effort is the most appropriate; handle credit bureau reporting and consumer disputes immediately upon receipt; negotiate informal and formal forbearance plans with delinquent borrowers; ensure the compliance with private mortgage insurer default reporting and give verbal status updates; prepare and deliver to FHA/VA complex reporting requirements; analyze and evaluate the financial situation of delinquent borrowers to determine eligibility for assistance in accordance with HUD/VA/PMI regulations and guidelines; responsible for ordering property inspections to determine status, condition and value of properties. 15% Refer loans out to foreclosure when all other loss mitigation efforts fail. Coordinate activities and give direction to the trustee handling the foreclosure. Initiate Unlawful Detainer Action (evictions) when necessary to gain lawful possession of the property when borrower refuses to vacate. Insure that property is rekeyed and secured in

Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

	<p>accordance with guidelines and update computer systems (AllTel and CalHFA's Problem Loans) so that accurate tracking will occur. Procure all original documents and transfer title.</p> <p>15% Oversee the processing and monitoring of bankruptcy cases. Update computer system upon receipt of judicial notification. Refer to outside attorney to protect the investor's interest in the property. Prepare depositions/declarations of fact to the court as to status of the loan. Monitor and post the pre-petition and post-petition payments. Make recommendations to counsel regarding relief measures during periods of noncompliance, and obtain relief when all other options have been exhausted.</p> <p>10% Oversee and/or assist in the filing of FHA/VA/conventional claims in an accurate and timely manner to prevent additional losses. This includes reconciling all accounts payable/receivable, corporate advances and escrow advances and self curtailing where timelines have not been met. Responsible for the distribution of funds upon receipt of claims payment.</p> <p>10% Prepare difficult and complex responses and correspondence to the borrowers, and, from time to time, for the Executive Director's and Loan Servicing Manager's signature.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as required.</p>
6/21/2007	